

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Wellness, Physical Activity and Nutrition Services Policy
NUMBER: HC-02-06 (Health Care)
APPLICABLE TO: Residential Facility Employees
EFFECTIVE DATE: May 16, 2006

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** Each residential facility shall provide youth with interdisciplinary nutrition education, and serve food at meals and snacks during the school day that are consistent with current Dietary Guidelines established by the United States Department of Agriculture. Facilities shall designate a time each day for youth to engage in physical activity.
2. **AUTHORITY.**

Child Nutrition and WIC Reauthorization Act of 2004.
3. **DEFINITIONS.**
 - a. *Direct care employees* means a Resident Advisor or Supervisor of Group Living, or an employee having direct contact with youth in a committed, detained or shelter care program whose primary work assignment results in daily contact with DJS youth.
 - b. *Facility Administrator* means the individual regardless of title who is designated on-site responsibility for management of an entire facility, program or office location.
 - c. *Nutrition education* means health education received in a classroom setting that promotes a pattern of healthful eating based on the current Dietary Guidelines for Americans and U.S.D.A. MyPyramid.
 - d. *Snacks* mean all food items, not served at scheduled meals, but that are available as part of an incentive point system and/or consumption during hours of the scheduled school day.
4. **PROCEDURES.**
 - a. **General Requirements**
 - (1) The Department of Juvenile Services shall provide consistent ***Nutrition Guidelines (Appendix I)*** to follow regarding meal planning and meal preparation; and the nutritional requirements for snacks available to youth during the school day.

- (2) Vended foods should not be available to youth during the school day between the hours of 8 am until 3 pm.
- (3) DJS residential facilities and programs shall provide on-site opportunities for youth to receive nutrition education based on the Dietary Guidelines for Americans and the U.S.D.A MyPyramid.
- (4) DJS residential facilities and programs shall establish guidelines for residential employees to follow when purchasing or providing snacks available to youth during the school day.
- (5) Direct care employees mandated to supervise youth during meal service shall eat only those foods served to youth as part of the planned menus and snacks unless employees have a special dietary need (religious, medical, etc.) or medical conditions prohibit such interaction.
- (6) Employees who are responsible for food procurement in residential facilities shall purchase only DJS approved menu item for meals and snacks served to youth during school hours.
- (7) Health education curricula shall have a nutrition education component that teaches healthful food choices based on guidelines set forth by the U.S.D.A MyPyramid and the current Dietary Guidelines for Americans.
- (8) Facility Administrators shall establish and enforce minimum standards to insure that all youth have the opportunity for daily, scheduled physical activity as part of wellness and health programming.
- (9) The facility's Food Administrator or Supervisor shall monitor and assure that youth receive nutrition education, meals, and snacks in accordance with the requirements of the Department's Wellness Policy.

b. Responsibilities

- (1) Each Facility Administrator or Facility Administrator's designee shall:
 - (i) Include in the facility's Standard Operating Procedures (SOP) the requirements of this Wellness, Physical Activity and Nutrition Service Policy.
 - (ii) Monitor the procurement of food and snacks for youth.
 - (iii) Assume responsibility for managing all payments made to purchase food for meals and snacks to insure compliance with state and federal regulation and requirement of the DJS Child Nutrition Program and Department Wellness Policy.
 - (iv) Designate employees to perform procurement and receiving functions for the facility.
 - (v) Remit invoices for food deliveries to designated accounts payable personnel.

- (2) The facility's Food Administrator/Supervisor or Food Administrator's designee shall monitor the availability and quality of snacks offered to youth.
- (3) The facility's Recreation Coordinator shall monitor the availability of physical activity provided to youth.

5. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **None.**
- b. Directives Referenced **None.**

6. **LOCAL IMPLEMENTATING PROCEDURES REQUIRED.** **Yes.**

7. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 1

- 1. Nutrition Guidelines

NUTRITION GUIDELINES

Guidelines for all foods available during the school day include:

1. Meals for breakfast and lunch shall include only those foods allowed on the approved Department of Juvenile Services' menu cycles for Fall/Winter (October through April) and Spring/Summer (May through September). Menu items and portions shall adhere to USDA requirements.
2. Packaged Snacks:
 - (a) Not more than 9 grams total fat excluding packaged nuts and seeds.
 - (b) Not more than 2 grams saturated fat.
 - (c) Not more than 15 grams of sugar excluding dried fruits with no added sugar.

Guidelines for Physical Activity include:

At least one hour of scheduled large muscle physical exercise daily.

Guidelines for Nutrition Education curriculum will include the following lessons:

1. Managing your weight
2. Fad diets and eating disorders
3. Nutrition for individual needs
4. Protecting yourself from food problems

Health skills activities will include:

- Making responsible decisions
- Analyzing messages about food and food safety
- Nutrition for the "Teen Team"
- Self- inventory



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

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EFFECTIVE DATE: May 16, 2006

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

**(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING
WITH PERSONNEL, AS APPROPRIATE.)**